

## State Health Benefit Plan Change and Miscellaneous Update Form

**I. Member Identification** SSN \_\_\_\_\_ ☐ Male ☐ Female Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Street Address \_\_\_\_\_ Apt/Box/Route \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code (9 digits) \_\_\_\_\_

<b>II. Department/School System Use Only</b>	Payroll Location Number _____	Unit/School _____
	Event Date ____/____/____	Date of First Deduction ____/____/____

**III. Coverage Action-These Selections Require Supporting Documentation:** ☐ Miscellaneous ☐ Change of Option ☐ Change of Tier ☐ Enrollment ☐ Open Enrollment

**Check the box that best describes the reason for this action:**

<input type="checkbox"/> Marriage	<input type="checkbox"/> Child Support Order	<input type="checkbox"/> Update/Change (i.e. Address, Date of Birth, Name, Phone Correction)
<input type="checkbox"/> Divorce	<input type="checkbox"/> Deletion of Dependents	<input type="checkbox"/> Social Security Number Change (attach copy of card)
<input type="checkbox"/> Birth/Adoption	<input type="checkbox"/> Loss of All Eligible Dependent(s)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Death of Dependent	<input type="checkbox"/> Loss/Acquisition of Spouse Group Coverage	

**IV. Options – Choose one of the options below:**  
 Acronyms: HRA (Health Reimbursement Arrangement), HDHP (High Deductible), HMO (Health Maintenance Organization), PPO (Preferred Provider Organization)

<b><u>CIGNA</u></b>	<b><u>UNITEDHealthCare</u></b>	<b><u>KAISER (For current Kaiser Members Only)</u></b>
<input type="checkbox"/> 35 Choice Fund (HRA)	<input type="checkbox"/> 31 Definity (HRA)	<input type="checkbox"/> 07 HMO
<input type="checkbox"/> 85 Open Access Plus (HDHP)	<input type="checkbox"/> 08 HDHP	<input type="checkbox"/> 27 Senior Advantage
<input type="checkbox"/> 05 Open Access Plus In Network (HMO)	<input type="checkbox"/> 03 Choice HMO	
<input type="checkbox"/> 55 Open Access Plus (PPO)	<input type="checkbox"/> 58 PPO	
<input type="checkbox"/> 25 Medicare Access Plus RX	<input type="checkbox"/> 23 Medicare Direct	

**V. You must answer the following questions:**

**A.** Have you or any of your covered dependents used any tobacco products in the previous 12 months?  
☐ Yes - Tobacco surcharge will apply      ☐ No – Surcharge will NOT apply

**B.** If your spouse is selected for coverage; please answer the following question(s).

**Spouse Question #1:** Is your spouse eligible for health benefits coverage through his/her employment?  
☐ Yes – Please answer Spouse Question #2      ☐ No - Surcharge will NOT apply skip to section VI

**Spouse Question #2:** Is your spouse enrolled in health benefit coverage through his/her employment?  
☐ Yes – Surcharge will NOT apply skip to section VI      ☐ No – Please answer Spouse Question #3

**Spouse Question #3:** Is your spouse eligible for SHBP coverage through his/ her employment?  
☐ Yes – Surcharge will NOT apply      ☐ No – Spousal Surcharge will apply

**NOTE:** Please see reverse side of form for details regarding removal of surcharge(s).

**VI. Coverage Tier - Choose one of the options below -** Acronyms: Tobacco (Tob) Spouse (Sp) Surcharge (SC)

<input type="checkbox"/> 10 Employee	<input type="checkbox"/> 40 Employee + Tob SC	<input type="checkbox"/> 94 Employee + Child(ren)	<input type="checkbox"/> 95 Employee + Child(ren) + Tob SC
<input type="checkbox"/> 90 Employee + Sp	<input type="checkbox"/> 91 Employee + Sp + Tob SC	<input type="checkbox"/> 92 Employee + Sp + Sp SC	<input type="checkbox"/> 93 Employee + Sp + Tob + Sp SC
<input type="checkbox"/> 96 Employee + Sp + Child(ren)	<input type="checkbox"/> 97 Employee + Sp + Child(ren) + Tob SC	<input type="checkbox"/> 98 Employee + Sp + Child(ren) + Sp SC	<input type="checkbox"/> 99 Employee + Sp + Child(ren) + Tob Sp SC

**VII. Dependents** (Complete only if you wish to cover dependent(s)). See reverse side of this form for dependent eligibility requirements. Coverage for each dependent requires submission of additional documents and coverage will not be updated until documentation is received and approved. Use the abbreviations provided to show the relationship of each dependent: **SP** for your wife or husband **NC** for your natural child **SC** for your stepchild **LC** for Legal Child

Select the Action: <u>A</u> to Add <u>C</u> to Correct <u>D</u> to Delete										
Action (Circle)	Full name of spouse or eligible dependent(s) to be covered			Relationship (Circle)	Sex (Circle)	Date of Birth MO/DA/CCYR	Social Security Number (if available) DO NOT HOLD FORM			
A C D	_____			SP NC SC LC	M F	____/____/____	____ - ____ - _____			
	Last Name	First	Initial							
A C D	_____			SP NC SC LC	M F	____/____/____	____ - ____ - _____			
	Last Name	First	Initial							
A C D	_____			SP NC SC LC	M F	____/____/____	____ - ____ - _____			
	Last Name	First	Initial							
A C D	_____			SP NC SC LC	M F	____/____/____	____ - ____ - _____			
	Last Name	First	Initial							

**VIII. Attestation:** I have read and agree to abide by the Terms, Conditions, Authorization and Instructions provided on the back of this form. I do hereby attest that the above information is true and correct to the best of my knowledge. I further acknowledge and understand that I may be subject to a fine of not more than \$1,000 or imprisonment for not less than one and no more than five years, or both, if I knowingly and willfully make false or fraudulent statements or representation to the Department regarding the information reported on this form or other information pursuant to O.C.G.A. Section 16-10-20.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

# TERMS, CONDITIONS, AUTHORIZATION, AND INSTRUCTIONS

## *Change and Miscellaneous Update Form*

**General Information:** Please review all State Health Benefit Plan (SHBP) communications and materials prior to completion of this form. Plan information is available on the SHBP web site at [www.dch.georgia.gov](http://www.dch.georgia.gov). It is essential that you carefully read all your materials and answer all the surcharge questions. Failure to do so could have a financial impact on your premiums.

This form is to be used for the following reasons:

- Currently have SHBP coverage and experience a Qualifying Event
- Change of address and personal information

You should read this side of the form and then complete Sections I, III, IV, V, VI and Section VII if covering dependent(s). Incomplete forms **will not** be returned for completion. Read the Attestation in Section VIII carefully, then sign and date the form. The effective date of coverage is dependent upon the hire date and your payroll deduction for coverage. Refunds can not be issued for incorrect or incomplete information. You will be bound to the coverage tier and Option selected and based on answers to surcharge questions.

**Change of Coverage:** Change in Option or Tier is limited to the annual Open Enrollment Period, except under limited qualifying events. A detailed list of the events and documentation that is required is provided in the SHBP Summary Plan Documents which are posted at [www.dch.georgia.gov](http://www.dch.georgia.gov). Coverage changes made outside the Open Enrollment Period will be effective the first day of the month following the appropriate payroll deduction. (Newborns may be covered from date of birth if appropriate deduction is taken and request of coverage is reported with 31 days of birth).

### **Surcharge Questions:**

**Spousal Surcharge** – will be added to your monthly premium if you elect to cover your spouse who is eligible for coverage through his/her, employment but chose not to take it. If your spouse is eligible for coverage with SHBP through his/her employment, the spousal surcharge will be waived, provided you answer the surcharge questions. If you fail to answer all of the applicable surcharge questions you will automatically be charged the surcharge until the next Plan Year.

**Tobacco Surcharge** – A surcharge will be added to your monthly premium if you or any of your covered dependent(s) have used tobacco products in the previous 12 months.

**How to Remove Surcharge:** See Instructions on the SHBP Website [www.dch.georgia.gov/shbp](http://www.dch.georgia.gov/shbp) under the Active Employees column. The change in premiums will be effective based on the payroll deduction schedule of your employer. No refund in premium will be made for previous health deductions that included the surcharge amounts. IRS rules do not allow premium changes to be made retroactively.

**Eligible Dependents:** Be sure to circle the proper code in Section VI to describe the dependent's relationship to you. The following describes the dependents that are eligible and the documentation requirements for each.

**A) SP** – Your legal Spouse as defined by Georgia law – Copy of certified marriage license or copy of your most recent jointly filed Federal Tax Return with spouse's signature (financial information blacked out)

**B) NC** – Your Natural Child – Copy of Birth Certificate showing parents names. (Birth Card issued by hospital for New Born is accepted)

**C) SC** – Step Child – Copy of Birth Certificate showing spouse as parent AND a copy of certified marriage license for yourself and spouse AND a notarized statement that the SC resides in your home not less than 180 day each year.

**D) LC** – Other Child which includes adoptions and temporary and permanent guardianship – Copy of court decree showing your financial responsibility for the dependent; AND copy of certified birth certificate; AND a notarized statement the dependent lives in your home on a permanent basis.

**E) Children** meeting the requirements listed above are eligible for coverage until the end of the month in which they turn 19 or until the end of the month in which they marry whichever comes first. Dependent students that meet the requirements are eligible for coverage until age 26 provided they are registered students in regular full-time attendance at an accredited school, college or university, or institution for the training of nurses. A Student Status Information form is located on the SHBP Website [www.dch.georgia.gov](http://www.dch.georgia.gov). A completed Student Status form along with proof of Full Time Student Status documentation must be sent together to SHBP for review and processing. Dependent children ages 19 through 25 who are employed in a benefit eligible position are not eligible for coverage regardless of student status.

**NOTE: Dependents will not be verified as having coverage until documentation has been received and entered. Dependent children over the age of 19 must periodically update eligibility to continue coverage. Coverage for covered dependents who fail to update eligibility prior to termination of coverage will only have coverage updated for the current plan year once documentation is received. No retro coverage beyond the current plan year will be given.**

**Penalties for Misrepresentation** – If a SHBP participant misrepresents eligibility information when applying for coverage, during a change of coverage or when filling for benefits, the SHBP may take adverse action against the participant, including but not limited to termination of coverage (for the participant and his or her dependents(s) or imposing liability to the SHBP for fraud or indemnification (requiring payment for benefits to which the participant or his/her beneficiaries were not entitled). Penalties may include a lawsuit, which may result in payment of charges to the Plan or criminal prosecution in a court of law. In order to avoid enforcement of the penalties, the participant must notify the SHBP immediately if a dependent is no longer eligible for coverage or if the participant has questions or reservations about the eligibility of a dependent. This policy may be enforced to the fullest extent of the law. Intentional misrepresentation in response to surcharge questions will have significant consequences. You and your covered dependent(s) will automatically lose SHBP coverage for 12 months beginning on the date that your false response is discovered.

**Authorization:** I have read and agree to abide by the Terms, Conditions, and Instructions provided on this form. I hereby authorize my employer to deduct each month from any wages due me the premium amount and any applicable surcharges for the coverage I have selected. I understand that the selected coverage will be effective the first of the month following the appropriate deduction. I also understand that I cannot change or cancel coverage until the next Open Enrollment Period except under limited conditions. I understand that if I terminate my employment and I am rehired during the same Plan Year, SHBP regulations require that I maintain the same option. If I have selected an HMO option, I understand that if I do not work or live in the service area of that HMO and must remain in that option and I must use the HMO's pre-selected providers for medical benefits. If I have selected an HMO and the HMO ceases operations, I authorize my employer to automatically transfer my coverage to the United HealthCare Definity (HRA) unless I make another coverage selection as allowed by the plan. I understand that if I fail to answer a question(s) concerning one of the surcharges, I will automatically be charged the applicable surcharge. Surcharges will apply until the next plan year or until I complete the surcharge removal process. I hereby certify that the above information and any supporting document(s) are true and correct. I understand that misrepresentation or falsification will subject me to penalties and possible legal action.